



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Public Safety 959 East Confederate Avenue Atlanta, Georgia 30301 *Driver Support Division	Application Number	79-126
Application Number		Date Received JUL 6 1979	
2. Person to Contact Sgt. Davis		Working Title Supervisor	Telephone Number 656-5898
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 Present		5. Records Series Title (followed by title used in office, if different) Commercial Driving School Instructor's Certification File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Driver Support Division provides administrative and supervisory support to the Driver Services Section, Accident Reporting Section, No-Fault Insurance and Permits Section, Motor Vehicle Inspection Section, and Motor Carrier Safety Unit. The responsibilities of the Division are directed toward the improvement of driver capabilities; motor vehicle safety; accident and enforcement reporting; and assurance of driver insurability.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Certifying Commercial Driving Instructors Included are: Application for Instructor's Certificate, Physical Examination Report, Fingerprints, Photographs, Affidavits and related material File is arranged: Alphabetically by Instructor's name			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 15 ; Thirteen to twenty-four months old 2 ; twenty-five months and older 1 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers one ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|--------------|
| a. State Law | <u>3</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Instructor has 3 years to renew certification after term expires.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) See below

Upon expiration of term, withdraw record from active file and place in inactive file
Cut off at end of each CY, hold in CFA three years, then destroy.

(☒) Concur
() Nonconcur

Capt. D. T. McLeod
Supervisor

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>[Signature]</u>	<u>3 July 79</u>	<u>[Signature]</u> CRM	<u>7/1/79</u>
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	<u>7-18-79</u>
		Secretary of State/Designee	<u>7-16-79</u>
		Attorney General/Designee	<u>7-18-79</u>